

DUTY STATEMENT

Classification: Associate Management Auditor	Branch: Financial Services
Work Title: Management Auditor	Section: Budget Office
CBID: RO1	Position Number: 202-4159-001
KEY: (E) = ESSENTIAL (M) = MARGINAL FUNCTION	

POSITION DESCRIPTION:

Under the general direction of the Budget and Accounting Office Manager, a Staff Services Manager II (Supervisory), the Associate Management Auditor independently develops and manages the Public Interest Energy Research (PIER) Program audit function, conducts fiscal control and contract compliance audits, and performs other analytical duties.

DUTIES AND RESPONSIBILITIES:

- 25% Manage the Energy Commission audit program. This consists of the PIER audit program but could expand to other Commission programs. Develop Energy Commission contract audit policies and procedures and advise Commission management and staff on contract budget and fiscal issues. Through consultation and coordination with management, program staff, and the State Controller's Office (SCO) or other audit contractor, and through contractor risk assessment and other analysis, develop an annual audit plan to ensure the fiscal integrity of the PIER Program and/or other programs as needed. (E)
- 25% Manage the audit contract with SCO or other audit entity. Train and provide guidance to the auditors on Commission contract terms and conditions and fiscal policies. Review audit work papers; resolve the most difficult issues; prepare correspondence to auditees identifying findings, any repayment amounts due, and recommended action to strengthen internal controls and resolve audit findings; and perform follow-up reviews to ensure compliance. (E)
- 25% Perform risk analysis and internal reviews or audits of project funding recipients. Reviews and audits may consist of phone interviews, reviews of fiscal material provided by the recipient, or on-site reviews of source documents. (E)
- 15% Point of contact for audit and audit-related fiscal inquiries from PIER project funding recipients. Serves as liaison between program staff and administrative staff on audit issues. Provides management with periodic status of audits and apprises them of any audit issues. (E)
- 5% Manage or assist in the management of contracts to audit the Commission's accountability for programs or funds, such as the annual Renewable Renewable Resource Trust Fund audit. (M)

- 5% Other duties as required consistent with the specifications of this classification, including assisting the SSM II with audit or fiscal-related activities. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
<hr/> Employee	<hr/> Date	<hr/> Supervisor	<hr/> Date